

City of West Lafayette, Indiana  
Board of Public Works and Safety  
MINUTES

June 14, 2016  
8:30 a.m.  
Morton Community Center  
Multi-Purpose Room

Members present were Bradley L. Cohen, Jason D. Huber, and Thomas J. Kent. Brooke E. Folkers was absent. Clerk Sana G. Booker presided.

1. APPROVAL OF MINUTES

a. June 7, 2016 Meeting

Mr. Huber moved to accept the minutes of the June 7, 2016, Board of Works meeting. Mr. Kent seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Hires: Firefighters – Cadel Crawl and Adam Stanley – Fire

Chief Heath requested approval to hire entry level firefighters Cadel Crawl and Adam Stanley, with a probationary period of one year. Their bi-weekly salary will be \$1,897.10, starting June 20, 2016.

Mr. Kent moved that the hire of Cadel Crawl and Adam Stanley be approved. Mr. Huber seconded the motion.

Mr. Cohen asked if these two hires would bring the Department to full staff, to which Chief Heath responded yes.

The motion was adopted.

b. Declare Items Surplus: Equipment – Fire

Chief Heath requested approval to declare unserviceable fire hose and 30 mobile radios as surplus. Details of these items were included in a list provided to the Board. Chief Heath stated that the Department has recently purchased new hose as replacement.

Mr. Kent moved that the equipment declared as surplus be approved. Mr. Huber seconded the motion.

Mr. Kent asked if the hose would have to be destroyed. Chief Heath responded that the old hose can have multiple uses. The Parks Department and Street Department can use the hose on low pressure. He added that the radios will go to Motorola as trade-ins after they are surplus. He explained that we received a grant, in the amount of \$154,000.00, that will help the Department replace the majority of the radios.

The motion was adopted.

c. Declare Item Surplus: Weapon – Police

Chief Dombkowski stated that after 35 years of service Officer Nancee L. Hetrick retired last week, and he requested approval to declare Officer Hetrick's weapon (Serial #LNZ021) as surplus and transfer ownership to her.

Mr. Cohen moved that weapon declared as surplus be approved. Mr. Kent seconded the motion.

The motion was adopted.

d. Change of Status: Part-Time to Full-Time Administrative Assistant – Lindsey McCollum – Clerk

Clerk Booker requested approval for change of status for Lindsey McCollum. She explained Ms. McCollum began last year in a temporary position in the Clerk-Treasurer Department and then transitioned to the Clerk Department in January. Ms. McCollum's full-time position will begin June 20, 2016, with a bi-weekly salary of \$1,365.00.

Mr. Cohen moved that the change of status for Lindsey McCollum be approved. Mr. Kent seconded the motion.

The motion was adopted.

e. Agreement: Scope of Engineering Services for Auburn Meadows Lift Station and Force Main Improvements – Greeley & Hansen, LLC – WWTU

WWTU Director Henderson stated this project, the Auburn Meadows Lift Station and Force Main Improvements project, is a regional lift station north of the City to provide service for a development. He stated that the City Council has approved the Bond Anticipation Notes (BANs), so the funding is in place. This is functionally a short-term loan to this project as we take time to build our Improvement Fund with our new rates. He explained this agreement is for the design and construction administration services with Greeley & Hansen, LLC, in the amount of \$197,000.00, for this lift station.

Mr. Huber moved that the agreement with Greeley & Hansen, LLC be approved. Mr. Cohen seconded the motion.

Mr. Cohen asked for the estimated total amount for the lift station, to which Director Henderson responded \$1.5 million. He explained they are looking at change ordering this work into a contract with Bowen Engineering Corporation, who will work up a guaranteed maximum price to possibly lower the cost.

Mr. Kent asked if the design of each lift station could be replicated or if each of them are unique. Director Henderson responded that there are certain elements that can be replicated, while others are unique.

The motion was adopted.

f. Hire: Part-Time Lab Technician – Phelicia Jozwiak – WWTU

WWTU Director Henderson requested approval to hire Phelicia Jozwiak as a part-time Lab Technician. This regular part-time position is for twenty hours a week at \$11.50 per hour, effective June 15, 2016.

Mr. Kent moved that the hire of Phelicia Jozwiak be approved. Mr. Huber seconded the motion.

The motion was adopted.

g. Expanded Duties: Bryce Patz – Intern – Development

Interim Director of Development Dixon explained that due to the current administrative assistant accepting a job opportunity outside of the City, her position is open. Mr. Dixon requested approval for Bryce Patz to temporarily fill that position. Mr. Patz is currently working as an Urban Forestry Intern in the Department. His rate of pay will increase to \$13 per hour, effective June 13, 2016.

Mr. Kent moved that the extended duties for Bryce Patz be approved. Mr. Huber seconded the motion.

Mr. Cohen asked if Mr. Patz would be changing from part-time to full-time, to which Mr. Dixon responded that he has been full-time since May. Mr. Dixon explained that in order to help alleviate some of his previous responsibilities, other interns will be helping out with them so he is able to focus more on his new ones.

The motion was adopted.

h. Claims

i. AP Docket	\$175,935.54
ii. AP Docket	\$606,975.18
iii. PR Docket	\$549,527.57

Mr. Cohen moved that the claims be approved. Mr. Kent seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

i. Informational Items

i. Park Board Dockets

There were no questions or comments about the listing.

ii. Purchasing Card Transactions

There were no questions or comments about the listing.

j. Other Items

► Engineering Assistant Garrison stated that Happy Hollow is continuing to move along. They are working on getting the curbs and driveways completed. By next week, they will be paving section 3B. Traffic will then be switched over in order to begin working on the west side of the road. The CSO Relief Interceptor Project is continuing to still run on schedule.

► Parks Superintendent Fawley reminded everyone that next Monday, June 20, 2016, at 5:30 p.m. is the dedication for the new playground at Cumberland Park. She welcomed everyone to attend.

► Deputy Fire Chief Schutter explained that the Fire Department has begun a summer project of installing colored rings on the fire hydrants. He explained that with the

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cooperation of the water company they were able to get the storage fittings for the hookups. Now they are color coding the hydrants with reflective rings, which help to identify where they are located and what they flow.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Huber moved that the meeting be adjourned, and Clerk Booker adjourned the meeting.